

Georgia State Board of Registration of Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers

Used Motor Vehicle Dealer Division

APPLICATION INFORMATION:

Please read the following instruction sheet very closely.

The Used Motor Vehicle Board reviews applications at least six times per year. View meeting dates at www.sos.ga.gov/plb/usedcar.

To be eligible for Board review, applications must:

- Have all required documentation submitted to the Licensing Board along with the completed application; incomplete
 applications will delay processing.
- Include a valid email address for communication about your application and license. Notify the Board of any email address change. Your email address will not be shared with any third party.

Status Check: You may check the status of your application on the Board's website once it has been processed into the system.

Licensing Period / Renewal Period: Used Motor Vehicle Dealer licenses are valid for 2 years and expire on March 31st of even numbered years. You must renew your license before March 31st of each even numbered year and have completed the necessary continuing education and other renewal requirements by that date in order to maintain your license in good standing. An initial license issued by the Board may be valid for a shorter period of time depending on when it was issued.

Inspection: A preliminary inspection will be conducted for New Applicants prior to issuance of a license by the Board. **Do not** submit your application until your proposed facility is READY FOR INSPECTION. A failed inspection will delay review of your application until all deficiencies are satisfied.

Dealers operating from an office suite: Used Motor Vehicle Dealers who operate from an office suite must comply with the requirements for an established place of business, as defined in O.C.G.A. § 43-47-2(3). CAREFUL CONSIDERATION SHOULD BE GIVEN TO ENSURE THAT ZONING FOR THE SELECTED LOCATION WILL MEET THE LICENSURE REQUIREMENTS.

INFORMATION TO BE SUBMITTED WITH APPLICATION

1. A Complete Application:

- a. license fee
- b. secure & verifiable document (identification as noted on page 10 of application package)
- c. surety bond & power of attorney
- d. certificate of insurance
- e. photographs of established place of business (inside, outside, signage)
- f. certificate of zoning compliance
- g. affidavits (included in application packet)
- h. proof of education
- i. fingerprint scan at an approved GAPS service site. Results of the fingerprint-based background check will be available for Board review after the fingerprint process is complete.
- 2. Fees: See fee schedule. Make checks payable to the Used Motor Vehicle Dealer Board. Please review your application before submitting to ensure all information and documentation is complete and correct. Incomplete applications are withdrawn after sixty (60) days. Once an application is withdrawn, you will need to submit a new application with all appropriate fees and documents.

- 3. Bond: \$35,000 Surety Bond (executed with a surety company)
 - a. Bond must expire on March 31 of even years.
 - b. Bond must be in **exact** name of the business.
 - c. Bond must be an **original** and have "**power of attorney**" attached.
 - d. Bond must be **signed** and you should keep a copy for your files.
 - e. **NOTE:** A separate Bond is required for each licensed location.
- 4. An ORIGINAL CERTIFICATE OF INSURANCE on an Acord Form (provided by insurance agency) indicating:
 - a. Policy number (binders will not be accepted)
 - b. Limit Amounts minimum of 50K/100K/25K, or single limit of \$125,000 (GARAGE LIABILITY COVERAGE must be shown; AUTOMOBILE LIABILITY ONLY will not be accepted)
 - c. "Location" on certificate must show **exact** name and address as shown on application.
 - d. "Certificate Holder" must be State Board of Used Motor Vehicle Dealers, 237 Coliseum Drive, Macon, GA. 31217
- **5. Established Place of Business Requirements**: (submit photos with application)
 - a. Established place of business, to include a sales room or sales office:
 - i. in a building -or-
 - ii. on an open lot of a retail used motor vehicle dealership -or-
 - iii. at which a permanent business of bartering, trading, offering, displaying, selling, or buying is carried on, or-
 - iv. at a place of business at which the books, records and files necessary to conduct such business are kept. NOTE: O.C.G.A. § 43-47-2(3)
 - b. **LANDLINE TELEPHONE & SIGNAGE -** At each designated sales location there shall be a working LANDLINE TELEPHONE listed in the licensee's trade name and where the licensee maintains appropriate signage whereby a consumer would know the business of used motor vehicle sales is taking place. At this time, computer phones, VOIP phones, cellular phones, etc., **are not acceptable** to meet the landline phone requirement.
- **6. Seminar Attendance**: You are required to attend a pre-licensing seminar. At this time, the Board approved education providers are *E-Learning*, *GIADA*, *and Ron Widener*. Their contact information is posted on the website www.sos.ga.gov.
- 7. You must apply for a State Sales Tax Number with the State Department of Revenue (404) 417-4490. Sales tax number or copy of sales tax application must be included with your application to the Licensing Board. After you have been issued your Used Motor Vehicle Dealers License, contact the Master Dealers Tag office at (404) 362-6500.
- 8. Fingerprint-based background check. New GBI security requirements state that applicants must have an application on file with the Board BEFORE they can be fingerprinted. For fingerprint scanning, you MUST preregister at https://www.aps.gemalto.com/ga/index.htm or via phone by calling Cogent Systems at 1-888-439-2512 for an approved GAPS service site. Internet Explorer works best when registering online. On the site homepage, select Georgia GAPS, then Secretary of State (SOS), and USED MOTOR VEHICLE DEALER LICENSE. Once you are on the registration page, complete the fields as indicated.
 - a. The ORI number field should show GA922400Z
 - b. Verification Code. if needed, is 922400Z
 - c. Reason for Printing Used Motor Vehicle Dealer License
 - d. If you are a Georgia Resident, DO NOT CHEK THE "Fingerprint Card User".
 - e. If you are <u>not</u> a Georgia resident, do check the "Fingerprint Card User" box and submit fingerprint cards as required.

Once Board staff verifies there is an application on file, the applicant will receive email notification from the GBI/GAPS to report to their chosen fingerprint site.

9. Applicants applying as a corporation or partnership are strongly encouraged to review Board Rules 681-12-.01 and 681-12-.02, which can be found at www.sos.ga.gov/plb/usedcar.

- 10. If you answer "YES" to any question on the Background Section pertaining to convictions, you <u>must include further information</u> on all convictions, including date(s) and place(s) of conviction(s) and arrest(s) AND CERTIFIED COPIES OF THE COURT FINAL DISPOSITION(S) related to same. Remember, a background check is conducted on each applicant, and those results are reported to the Board when your application is presented. Failure to disclose prior arrests or convictions may incur penalties up to and including denial of your application.
- 11. Incomplete applications delay processing. Your application will not be reviewed by the Board until all information has been received by the Licensing Board. Allow 15 business days for processing after submitting the application. Check the License Verification page on the website frequently to determine if your license has been issued. If you have received no communication from the Licensing Board after 15 days, contact the Board to inquire about your license status. Applications that are not complete will be withdrawn after 60 days. Once an application is withdrawn, a new application, applicable fees, and all required documents must be re-submitted to the Board for review.

Before mailing application <u>STOP and REVIEW</u> the following Check List: Applications will not be reviewed by the Board until they are complete.

1. Did you answer every question on your application?
2. Is your application signed and notarized?
3. Did you include the ORIGINAL \$35,000 Surety Bond and Power of Attorney? Did you sign the Bond?
4. Is the name on the Surety Bond the same as the name on the application?
5. Did you include your ORIGINAL Certificate of Insurance?
6. Is the name and address on your Certificate of Insurance the same as the name on the application?
7. Does the "Certificate Holder" show the name and address of the Licensing Board?
8. Did you submit proof of your pre-license seminar attendance?
9. Did you submit a copy of your ST-2 or submit the sales tax number?
10. Have you pre-registered for fingerprinting at https://www.aps.gemalto.com/ga/index.htm ?
11. If you have a criminal history, did you include documentation as requested?
12. Have you included photos of your business facility (inside and outside) and signage?
13. Do you have a working <u>landline</u> telephone in your established place of business? (<u>not</u> cell, VOIP, etc.)
14. Did you submit the required license fee?
15. Have you obtained certification by the local zoning authority?

If you have questions concerning this application or application process, contact the Licensing Boards Division at (844) 753-7825 or write to:

State Board of Registration of Used Motor Vehicle Dealers & Used Motor Vehicle Parts Dealers Used Motor Vehicle Dealers Division 237 Coliseum Drive Macon, Georgia 31217

FEE SCHEDULE

NOTE! Fees are non-refundable. Make checks payable to Used Motor Vehicle Dealer Board.

INITIAL LICENSURE	
Application Fee	\$170.00
License for Additional Lots	\$170.00
RENEWAL OF LICENSE Licenses expire on March 31st of EVEN Numbered Ye	ars**
Renewal Fee on or before March 31 st of even numbered years	\$150.00
Late Renewal Fee received April 1st – April 30st of even numbered years	\$250.00
Lapsed License – Reinstatement Fee **License not renewed by June 1 of even numbered years will be administratively revoked and will require Reinstatement. Reinstatement requires submitting a new application, all pertinent information as stated on application, and reinstatement fee. Reinstatement is not guaranteed and is at the Board's discretion.	\$420.00
OPTIONAL ITEMS	
Duplicate License – ordered online	\$25.00
Duplicate License – printed by you from website	no cost
License Verification Letter	\$35.00
Roster of Licensed Used Motor Vehicle Dealers (Excel Spreadsheet provided via email or CD)	\$100.00



GEORGIA STATE BOARD of REGISTRATION of USED MOTOR VEHICLE DEALERS AND USED MOTOR VEHICLE PARTS DEALERS

237 Coliseum Drive • Macon, GA 31217 Phone (404) 424-9966 sos.ga.gov/plb/usedcar

Date Entered	_
Receipt #	_
Submitted \$	-

APPLICATION FOR USED MOTOR VEHICLE DEALER LICENSE

(Application Fees are Non-Refundable & I	
Please review your application before submitting to ensure all information and documentation is sixty (60) days. Once an application is withdrawn, you will need to submit a new application with the submit and the sub	
Reason for Application (Check Only One Box): ☐ Initial Application for Licensure \$170.00 ☐ Reinstatement of UCAR License # \$420.00 ☐ Additional Lot (Supplemental) License \$170.00 ☐ Check here if you are a "Motor Vehicle Broker" as defined in O.C.	C.G.A. §43-47-2(8)
TRADE NAME (DBA):	FEI #:
DESIGNEE NAME: (Person authorized as License Holder for the Dealer) (<i>This person mus seminar, and have fingerprints processed.</i>)	st be authorized on the appropriate form, attend the pre-licensing
DESIGNEE'S PERSONAL ADDRESS – Street, Apt #, City, State, Zip – NO P.O.	BOXES
Social Security #*: Date of Birth:/	<u></u>
MAILING ADDRESS:	
Street Address, Suite Number, City, State, Zip, County	
EMAIL ADDRESS (required):	
PHYSICAL LOCATION ADDRESS (Address will appear on license):	
Street Address, Suite Number (PO Box is NOT acceptable), City, State, Zip, County	
LANDLINE TELEPHONE NUMBER:	
ALTERNATE PHONE NUMBER (for inspection):	

☐ Please check this box if you are a military spouse or a transitioning service member of the United States armed forces including the National Guard.

The following questions must be answered by the person authorized as the DESIGNEE for the business. If the business is a Sole Proprietorship, the questions must be answered by the business owner.

What is your sales tax number? (or attach a copy of your ST-2)_ You must answer the following questions and provide additional documentation if necessary. YES NO Is there another business operating at this location? If Yes, explain: __ 1. Previous license or interest in dealership: Has the Designee or anyone else holding an ownership or financial interest in this business a. Previously been licensed as an Independent Used Motor Vehicle Dealer? b. Ever held an interest in an Independent Used Motor Vehicle Dealership? c. If YES, provide person's name, business name, period of licensure: 2. License Denial/Revocation: Has the Designee or anyone holding an ownership or financial interest this business ever: a. Had a license revoked, suspended or otherwise sanctioned by any Board or Agency in any state including Georgia? b. Been denied issuance of, or, pursuant to Disciplinary Proceedings, refused renewal of a license by any Board or Agency in any state including Georgia? c. If YES, attach explanation and identify the person to which this applies. Conviction/Arrest/First Offender: Has the Designee or anyone holding an ownership or financial interest in this business: a. Ever been arrested, convicted, or sentenced for any felony or misdemeanor, including b. Ever pled guilty or Nolo Contendere, or been given First Offender Status for any felony or misdemeanor, including DWI or DUI? c. IF YES to either question, ATTACH CERTIFIED COURT DISPOSITIONS. FAILURE TO PROVIDE COMPLETE AND TRUE INFORMATION may result in the Board's refusal to grant a license, (O.C.G.A. § 43-1-19(a)(2)) and may result in suspension of an issued license (O.C.G.A. § 43-47-8(I)). Seminars: Has the Designee attended the PRE-LICENSE SEMINAR? a. If YES, provide a copy of the seminar completion certificate along with this application.

Fingerprints: Has the Designee pre-registered for fingerprinting with COGENT SERVICES for this application?

OWNERSHIP / RELATIONSHIP INFORMATION

(Complete only the section that applies to your business type)

COMPLETE THIS PART IF YOU ARE A SOLE PROPRIETORSHIP

Sole Proprietorship Owner's Name:			
RESIDENCE:			
Street Address (NOT A P.O. BOX)	City, St	ate, Zip	Phone
COMPLETE THIS PART IF YOU ARE	A CORPORATION OR I	IMITED LIABILIT	Y COMPANY (LLC)
Legal Name of Business:			_
Date Registered with Georgia Secretary of State:			
LIS	ST OF PRINCIPAL OFFIC	ERS	
NAME:		TITLE:	
RESIDENCE:Street Address (NOT A P.O. BOX)	011 011 7		
Street Address (NOT A P.O. BOX)	City, State, Zip)	Phone
NAME:		TITLE:	
RESIDENCE: Street Address (NOT A P.O. BOX)	City, State, Zip	Phone	
NAME:		TITLE:	
RESIDENCE:			
Street Address (NOT A P.O. BOX)		Phone	
COMPLETE THI	S PART IF YOU ARE A	PARTNERSHIP	
	LIST OF PARTNERS		
NAME:		TITLE:	
RESIDENCE: Street Address (NOT A P.O. BOX)	City, State, Zip		Phone
NAME:	• • • •	TITLE:	
RESIDENCE:Street Address (NOT A P.O. BOX)			·
Street Address (NOT A P.O. BOX)	City, State, Zip		Phone
NAME:		TITLE:	
RESIDENCE:Street Address (NOT A P.O. BOX)			-
Street Address (NOT A P.O. BOX)	City, State, Zip		Phone

AFFIDAVIT OF AUTHORIZATION

OF THE DESIGNEE

FOR A CORPORATION OR LIMITED LIABILITY COMPANY (LLC)

PLEASE PRINT:		
I,, hereby	name	
(President or Secretary of Corporation or LLC) (Designee's Name as entered on Page 1)		
as the designated agent for the corporation that appears on this application for licensure. This Affidavit gives the Designee all rights and responsibilities of a license holder on behalf of the corporation or LLC and shall provide that actions or omissions of the corporation or LLC, its officers, members, employees, agents, assigns, or designees in violation of the Used Motor Vehicle Dealers Act or in violation of the Used Motor Vehicle Dealers Board rules shall subject the license holder and the corporation or LLC to any sanctions which may be imposed under the Used Motor Vehicle Dealers Act or under the Used Motor Vehicle Dealers Board rules.		
We understand that should the Designated Agent (Designee) ter the license, submission of a new application will be required to c	• •	
President or Secretary of Corporation or LLC	DATE	
Designee of Corporation or LLC	DATE	
STATE OF GEORGIA COUNTY OF	Georgia requires a legible ink seal for notarized documents If an embossed seal is used a foil overlay or shading should be applied to make the seal legible when distillined.	
	to make the seal legible when digitized.	
SUBSCRIBED AND SWORN TO BEFORE ME THIS	NOTARY SEAL	
, DAY OF,		
NOTARY PUBLIC		
My Commission Expires:		

AFFIDAVIT OF AUTHORIZATION OF THE DESIGNEE FOR A PARTNERSHIP

PLEASE PRINT:			
WE, TH	E BELOW NAME	ED PARTNERS, HEREBY N	AME
(Design	nee's Name as er	ntered on Page 1 of Applicat	ion)
as the Designated Agent for licensure of the Designee all rights and responsibilities of a omissions of the partnership, its partners, e Dealers Act or in violation of the Used Moto any sanctions which may be imposed unde Board rules.	license holder on mployees, agents or Vehicle Dealers	n behalf of the corporation ar s, assigns, or designees in v s Board rules shall subject th	nd shall provide that actions or riolation of the Used Motor Vehicle ne license holder and the partnership to
We understand that should the Designated submission of a new application will be requ	•	• •	ecome unauthorized to hold the license,
PARTNER	DATE	DESIGNEE	DATE
PARTNER	DATE	-	
			legible ink seal for notarized documents.
STATE OF GEORGIA COUNTY OF		If an embossed seal is to make the seal legib	s used a foil overlay or shading should be applied ble when digitized. NOTARY SEAL
SUBSCRIBED AND SWORN TO BEFOR			
NOTARY PUBLIC My Commission Expires:			

APPLICANT AFFIDAVIT

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Registration of Used Motor Vehicle Dealers & Used Motor Vehicle Parts Dealers, and I agree to abide by these laws and rules, as amended from time to time.

I also understand that if I have made a false statement on the application, or if I am found to have been convicted of a felony and have not had all of my civil rights restored pursuant to the law, **the Board may suspend my registration without a prior hearing.** I shall be entitled to a hearing after the suspension of my registration.

By signing this application, electronically or otherwise, I hereby swear as pursuant to O.C.G.A. § 50-36-1:	nd affirm one of the following to be true and accurate	
1) I am a United States citizen 18 years of age or older. You Document(s) such as driver's license, passport, or ot		
an alien number issued by the Department of Homeland S a copy of your current immigration document(s) which	nent resident of the United States 18 years of age or older, or I Immigration and Nationality Act 18 years of age or older with Security or other federal immigration agency. You must submit ch includes either your Alien number or your I-94 number reen card", please provide a copy of the front and back of	
The undersigned applicant also hereby verifies that he or she is 18 yand Verifiable Document, as required by O.C.G.A. § 50-36-1(f)(1), w		
In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.		
Print Name of Applicant		
	Signature of Applicant	
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE	Georgia requires a legible ink seal for notarized documents. If an embossed seal is used a foil overlay or shading should be applied to make the seal legible when digitized.	
DAY OF 20	NOTARY SEAL	
NOTARY PUBLIC SIGNATURE MY COMMISSION EXPIRES:		

ZONING CERTIFICATION

This is to certify that the property listed as: DEALERSHIP NAME **OWNER** CITY, STATE, ZIP CODE STREET ADDRESS is currently zoned for use as a Used Motor Vehicle Dealer or Used Motor Vehicle Parts Dealer establishment in the _____ and that current zoning standards will allow a county / city of _ permanent sign on the property that apprises consumers of the dealership. ☐ This Used Motor Vehicle Dealer is **NOT** allowed to store inventory or display used motor vehicles for sale at any time. ☐ This Used Motor Vehicle Dealer will operate an "Open Lot" and may display a maximum of _____ vehicles for sale at any one time. Signature of Zoning Commissioner **Printed Name of Zoning Commissioner** Georgia requires a legible ink seal for notarized documents. If an embossed seal is used a foil overlay or shading should be applied SWORN TO AND SUBSCRIBED BEFORE ME THIS to make the seal legible when digitized. _____ DAY OF ______, 20____ **NOTARY SEAL NOTARY PUBLIC** My Commission Expires _____



STATE BOARD OF REGISTRATION OF USED MOTOR VEHICLE DEALERS AND USED MOTOR VEHICLE PARTS DEALERS - USED MOTOR VEHICLE DIVISION

BOND INFORMATION

BOND NUMBER:	COUNTY
LICENSED LOCATION ADDRESS:	
KNOW ALL MEN BY THESE PRESENTS that we,	, as
Principal, and	as surety, are held and firmly bound unto HIS
EXCELLENCY, Governor of Georgia, and his successors	in office in the just sum of THIRTY-FIVE THOUSAND AND NO/100
\$35,000) DOLLARS, for the use and benefit of any purch	asers of any used motor vehicle and their vendees or successors in title,
or the payment of which, well and truly to be made, we b	ind ourselves, our heirs, executors and assigns, each and every one of
hem, jointly and severally, by these presents.	
	period beginning on the day of,, and
ending on the 31 st day of March,	
Whereas, the above bound	, Principal and Dealer, has
nade application to the State Board of Registration of Use	ed Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers for a
	the laws governing the used motor vehicle dealers of the State of
Georgia:	
NOW THEREFORE, the conditions of this obligation	on are such that if the above bound Principal shall comply with the
	uch dealer or his agent, made in connection with the sale or exchange of
	spenses that may be sustained by any purchasers of any used motor
	of any fraudulent misrepresentation as to liens against or titles to any
ised motor vehicle then the bond is to be void, otherwise	it is to remain of full force and effect.
It is agreed that this hand is executed nursuant to a	and in accordance with the provisions of O.C.G.A. Section 43-47-8(g) et
	alers and used motor vehicle parts dealers in Georgia, and is intended to
be and shall be construed to be a bond in compliance with	
IN MUTATOR MUTATOR III D	
•	have caused these presents to be duly signed and executed under seal,
his day of	
Name of Surety Company	Signature of Licensee (Principal)
	<u> </u>
Address, City, State, Zip	
Countersigned:	
Resident Agency	By Attorney-in-Fact

NOTE: BOND MUST BE SIGNED and the POWER OF ATTORNEY MUST BE ATTACHED.

CANCELLATION CLAUSE – "No licensee shall cancel, or cause to be cancelled, a bond issued pursuant to the Code Section unless the Board is informed in writing by a certified letter at least 30 days prior to the proposed cancellation." O.C.G.A. § 43-47-8(i).